

**INDIANA DEPARTMENT OF TRANSPORTATION**  
INDIANAPOLIS, INDIANA 46204-2217

**INTERDEPARTMENT COMMUNICATION**

(Date) \_\_\_\_\_

**TO:** \_\_\_\_\_  
District Director

**ATTENTION:** \_\_\_\_\_  
District Traffic Engineer

**ATTENTION:** \_\_\_\_\_  
District Development Engineer

**FROM:** \_\_\_\_\_  
Project Manager

**SUBJECT:** Maintenance of Traffic for English-Units Project

Route: \_\_\_\_\_  
Des.: \_\_\_\_\_  
Project No.: \_\_\_\_\_  
Bridge File: \_\_\_\_\_  
Location: \_\_\_\_\_  
County: \_\_\_\_\_  
Description: \_\_\_\_\_

We are preparing plans for the above noted project and are in the process of evaluating the relative merits of a temporary bridge and runaround, maintaining traffic through the project limits, or a detour during the construction period. In order that district input may be considered in this decision, we ask that you complete the blanks in this memorandum and return it to:

\_\_\_\_\_  
Project Manager  
Indiana Department of Transportation  
100 North Senate Ave., Room N642  
Indianapolis, IN 46204-2216

If a detour is recommended, please submit the official detour map and signage with this memorandum with the blanks filled in. If the official detour route is totally over local roads, please initiate early coordination with the affected local public agency or agencies regarding the unofficial detour route.

The Engineer's Report recommended the following:  
a temporary runaround should be used;

traffic should be maintained through the project limits;  
an official detour should be used.

The AADT during the construction year is \_\_\_\_\_

## A. TRAFFIC-MAINTENANCE OPTIONS ANALYSIS

### 1. OPTION 1: TEMPORARY RUNAROUND

#### RUNAROUND COMPUTATIONS FURNISHED BY DESIGNER

Length of Runaround, m* x Cost per Foot**	_____ ft x \$ _____ = \$ _____
Length of Temporary Bridge x \$10,000/ft or Cost of Pipe	_____ ft x \$10,000 = \$ _____  \$ _____
Total Runaround Cost (Total Cost Option 1)	\$ _____

\* Length of Runaround = Distance from tie-in point to tie-in point minus Length of Temporary Bridge.

\*\* For average fill height = 0.6 ft, use \$120/ft  
For average fill height > 0.6 ft, increase as necessary

### 2. OPTION 2: TRAFFIC MAINTAINED THROUGH PROJECT LIMITS

Length of Roadway Treatment, ft* x Cost per Foot*	_____ ft x \$ _____ = \$ _____
Length of Temporary Concrete Barrier x Cost per Foot	_____ ft x \$ _____ = \$ _____
Cost of Crossovers	\$ _____
Total Maintained-Traffic Cost (Total Cost Option 2)	\$ _____

### 3. OPTION 3: INDOT ROUTES OFFICIAL DETOUR

a. Best available official detour route over INDOT routes:

\_\_\_\_\_  
\_\_\_\_\_

b. What extra distance would be traveled by through traffic using this route? \_\_\_\_\_ mi

c. What percent of the traffic would use this detour route? \_\_\_\_\_

d. If this official detour route is used, what road(s) would be used as an unofficial detour route? \_\_\_\_\_  
\_\_\_\_\_

(1) List the existing condition and type of pavement for each road, (i.e., good, very good, rutted, gravel, asphalt, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

(2) What is the distance over the above unofficial detour route? \_\_\_\_\_ mi

#### INDOT ROUTES OFFICIAL DETOUR COMPUTATIONS

<u>Detour</u>	<u>Through</u>	<u>Local</u>
Detour Duration (days)		
Extra Distance (mi)		
Vehicles per Day		
User Cost per Mile	\$0.30	\$0.30
Total User Cost	\$ _____	\$ _____

User Cost = Detour Duration x Extra Distance x Vehicles per Day x \$0.25/mi

e. Total User Cost = Through User Cost + Local User Cost. Therefore, Total User Cost = \$ \_\_\_\_\_.

f. Estimated payment to local public agencies due to use of unofficial detour route = \$ \_\_\_\_\_.

Total Cost Option 3 (e + f) \$ \_\_\_\_\_

#### 4. OPTION 4: LOCAL ROADS OFFICIAL DETOUR

a. Best available official detour route over local roads. It is feasible for this route to include one or more INDOT routes.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. What extra distance would be traveled by through traffic using this route? \_\_\_\_\_ mi

c. What percent of the traffic would use this detour route? \_\_\_\_\_ %

d. What would it cost to upgrade the local roads to accommodate INDOT traffic?  
\$ \_\_\_\_\_

- e. What is the existing condition and type of pavement for each road. (i.e., good, very good, rutted, gravel, asphalt, etc.)

---

---

#### LOCAL-ROADS OFFICIAL DETOUR COMPUTATIONS

<u>Detour</u>	<u>Through</u>	<u>Local</u>
Detour Duration (days)		
Extra Distance (mi)		
Vehicles per Day		
User Cost per Mile	\$0.30	\$0.30
User Cost	\$_____	\$_____
Cost to Improve Local Roads (See Item 3b)	\$_____	N / A

User cost = Detour Duration x Extra Distance x Vehicles per Day x \$0.30/mi

Total User cost = Through User Cost + Local User Cost + Cost to Improve Local Roads.

Therefore, Total Cost Option 4 = \$\_\_\_\_\_

### B. AFFECTS OF PROJECT WORK ON PUBLIC SERVICES

#### 1. TIME DELAYS

Fire and police protection: \_\_\_\_\_ min

Emergency medical service: \_\_\_\_\_ min

Postal service: \_\_\_\_\_ min

#### 2. SCHOOL BUSES

Number of school buses using the facility per day: \_\_\_\_\_

Additional travel distance required per bus: \_\_\_\_\_ mi

Total additional school-bus travel distance required \_\_\_\_\_ mi

#### 3. BUSINESSES AND PUBLIC FACILITIES

List businesses or public facilities which are sensitive to the presence of this road work.  
Estimate the degree of impact the work would have.

---

---

---

### C. DISTRICT RECOMMENDATION

1. RECOMMENDATION: \_\_\_\_\_

If this recommendation is different than what is contained in the Engineer's Report, please explain the rationale for the change.

---

---

---

**2. DETOUR ROUTE MARKER ASSEMBLIES:**

If an official detour is recommended, \_\_\_\_\_ detour route marker assemblies will be required.

**3. MAP OF OFFICIAL DETOUR:**

If an official detour is recommended, a map of the detour with sign locations is shown on an accompanying sheet.